

Ann Looney

Subject: FW: non FMLA leave

The Commonwealth of Massachusetts
Executive Office of Health and Human Services
Department of Public Health
William A. Hinton State Laboratory Institute
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image

To: Ms. Nicole Medina

From: Linda Han, M.D., M.P.H., Director, Bureau of Laboratory Sciences

Date: April 26, 2011

RE: Non-FMLA Leave Request

CC: Julianne Nassif

image

We are in receipt of your March 29th request for non-FMLA leave intermittently through December 31, 2011. Due to the significant ongoing operational needs of the drug lab, your request for non-FMLA leave is denied. You do have the ten days of union leave that may be taken intermittently in full day increments before November 21, 2011.

Your twenty six weeks FMLA leave will exhaust on May 21, 2011. You may use your own sick time for Monday May 23 and Tuesday May 24. We look forward to seeing you back on Wednesday May 25, 2011.

Ann Looney

From: Medina, Nicole (DPH) [Nicole.Medina@state.ma.us]
Sent: Wednesday, April 13, 2011 5:14 PM
To: Nassif, Julianne (DPH)
Cc: Looney, Ann; Dill, Marianne (EHS); Young, David (EHS)
Subject: FW:non- FMLA Leave
Attachments: non-FMLA leave request-.doc.docx

Hi Julie,

I am following up on my prior attached emails.

Thanks,
Nicole

From: Medina, Nicole (DPH)
Sent: Monday, April 11, 2011 11:21 AM
To: Salemi, Charles (DPH); Nassif, Julianne (DPH)
Cc: Ann Looney
Subject: FW: FMLA Leave

Hi Chuck,

I am trying to coordinate and finalize a child care schedule and I am following up in regards to the email I sent on March 29th as I haven't had any response. I was told by HR that I needed to put a request in writing to you regarding the non-FMLA leave so I am not sure what I need to do to proceed with this.

Thanks,
Nicole

From: Medina, Nicole (DPH)
Sent: Tuesday, March 29, 2011 1:29 PM
To: Salemi, Charles (DPH); Nassif, Julianne (DPH)
Cc: Ann Looney
Subject: FMLA Leave

Hi Chuck,

Attached I have outlined return to work date and use of remaining leave times as well as a request for non-FMLA leave and plans for use of that time.

Thanks,
Nicole

As you may know, my FMLA leave time will be exhausted by May 21, 2011. Therefore, I am planning to return to work Wednesday, May 25, 2011 after using my own sick time for Monday, May 23rd and Tuesday, May 24th. I have not yet used my Article 8.7. (A.)(7.) 10 days of paid family leave and am planning on using them intermittently, as this section allows. Also, I am requesting up to 10 weeks of non-FMLA leave pursuant to Article 8.8 in order to make arrangements for the care of my child. I will need to use this leave on an intermittent basis and will likely not need to use all of it. Regarding both types of leave, I will be able to give a week or more notice for much of what I need to use. I am in need of this leave time through December 31, 2011.

Thank you for your attention to this matter. I look forward to hearing from you.

Thanks,

Nicole Medina